



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 341ST MISSILE WING (AFGSC)**

DATE: _____

MEMORANDUM FOR RECORD

FROM: 341 CES/CEIHD

SUBJECT: Pre-Inspection of Dormitory Room by Sponsor

1. The following items have been checked for functionality:

Stove/Oven

(Turn on)

☐ Working

☐ Not Working: _____

Microwave

(Turn on)

☐ Working

☐ Not Working: _____

Refrigerator/Freezer

(Verify cleanliness & operation)

☐ Working

☐ Not Working: _____

Sink/Shower

(Turn on water; look for leaks)

(Check for hot and cold water)

☐ Working

☐ Not Working: _____

Toilet

(Flush and ensure normal operation)

☐ Working

☐ Not Working: _____

Fan

(Turn on)

☐ Working

☐ Not Working: _____

Lights

(Turn on)

☐ Working

☐ Not Working: _____

Mattress

(Verify cleanliness)

☐ Working

☐ Not Working: _____

Vacuum

(Turn on)

☐ Working

☐ Not Working: _____

Thermostat

(Digital readout operational)

☐ Working

☐ Not Working: _____

General Cleanliness: (consider cleanliness of common area)

2. **Return this form to UHMO by COB today.** Please allow our office at least 48 hours, prior to your airman's arrival, to correct any discrepancies noted.

Dorm/Room

Room Assigned to Name/Rank

Printed Name/Rank of Sponsor

Sponsor Signature